

279TH BASE SUPPORT BATTALION

COMMANDER'S POLICY

POLICY NUMBER: 01-13	DATE: AUG 14 2003
SUBJECT: Installation Volunteer Program	
PROPONENT: DCA (469-1550)	DISTRIBUTION: A, B & C

PURPOSE: Establish the control and registration of all volunteers for all agencies, activities and private organizations in the Bamberg German/American Military Community

SCOPE: Applies to all agencies/organizations utilizing volunteers in the Bamberg German/American Military Community.

REFERENCES: 31 United States Code, Section 1342; AR 608-1, para 4-3b.

DEFINITIONS AND TERMS:

1. The Installation Volunteer Coordinator (IVC) is the Bamberg German/American Military Community staff member responsible for overseeing the role of volunteers in the 279th BSB and ensuring registration and recognition of all volunteers. The IVC is the community point of contact between individual volunteers, community agencies, private organizations, and the 279th BSB Command Group.
2. Voluntary agencies are defined as those agencies, activities, unit family support groups, or private organizations that use volunteers or those providing gratuitous service that assist and enhance the quality of life for the Bamberg German/American Military Community.
3. A volunteer is a person who provides their time, skills and energy by choice and without monetary reward to an agency, activity or private organization to enhance the quality of life in the Bamberg German/American Military Community.
4. A gratuitous service is a service for which the person donating such services receives no present or future salary, wages or related benefits as payment.

POLICY:

1. All agencies/organizations requesting volunteer assistance will coordinate with the IVC to ensure that all community volunteers are properly registered and referred to an appropriate agency. This requirement does not preclude direct recruitment and placement of volunteers by an agency.

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2. Voluntary agencies will report the status of volunteers no later than ten (10) days after referral and will report volunteer service hours provided monthly no later than seven (7) days after the end of the month.
3. Voluntary agencies will ensure that appropriate records are kept on all volunteers, to include Gratuitous Service Agreement and Position Descriptions.
4. The IVC will ensure that volunteers are not placed in Appropriated Fund (AF) positions IAW 31 United States Code, Section 1342 and AR 608-1, para 4-3b.
5. "Maximum Support - It Shall Be Done!"



DANIEL L THOMAS
LTC, MI
Commanding